

DDA Subject

DDA Registry

83-0873/28

S-E-C-R-E-T

28 November 1983

MEMORANDUM FOR: Director of Communications  
 Director of Data Processing  
 Director of Finance  
 Director of Information Services  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 Director of Security  
 Director of Training and Education

30-7

FROM:

Executive Officer to the DDA

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SUBJECT:

FY 1985 Congressional Budget Guidance--#2

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REFERENCE:

DDA Memo 83-0873/22, dtd 17 Nov 83,  
Same Subject, #1

1. The Congress has completed action on CIA's 1984 budget request. The attachments to this memorandum provide further guidance on the preparation of CIA's 1985 Congressional Budget. Attachment A reflects adjustments to our original 15 September 1983 submission that are required by your office for both 1984 and 1985. Selected adjustments to the 1983 end-of-year obligations and positions are also shown. These changes should be incorporated into your office's submission for the 1985 Congressional Budget. Note in particular that you will have to distribute the omnibus cuts relating to "inflation" and "external assistance", where applicable. Note also that while a 3 1/2 percent pay raise was approved effective January 1984, we do not yet have any information from OMB or IC Staff on amounts which can be included in either 1984 or 1985 for this added cost. Nothing should be done with respect to Pay Act amounts at this time. Further guidance will be provided as information becomes known.

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2. In addition to the foregoing, the following information is provided:

a. To the extent that changes have been made in the FY 1985 Program, a corresponding adjustment must be made to the out-year projections.

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b. Re pay in excess of 52 weeks: The FY 1983 amount to be reflected in this category will be derived by dividing actual 1983 obligations for SOC 1101 by 261 days--the actual number of days paid. The resultant amount will be recorded in SOC 1199 with a corresponding reduction in SOC 1101 obligations.

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S-E-C-R-E-T

c. Re Attachment A: The DDA adjustment as shown in this schedule was necessary to adjust Full-time and Temporary/Part-time Equivalent Employment and the average salary for SOC's 1101 and 1148. Please ensure that your total for SOC 1101, 1148, and 1210 correspond with the total reflected in Attachment B.

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d. Even though a particular schedule/resource exhibit does not necessarily apply to your office, you are required to submit the schedule noting "Not Applicable" and include in your submission under the appropriate tab number indicated in the 1985 Congressional Budget Table of Contents (Page 34).

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3. There is a good possibility of some further adjustments to the 1985 data, due to DCI/Secretary of Defense negotiations or Presidential decisions. The timing of such changes is uncertain because the actions may turn on external factors, such as the economic outlook, considerations of the deficit and defense/domestic programs tradeoffs. We will make every effort to keep you informed as decisions occur. In the meantime, you should proceed to make adjustments to your program to reflect the data in the attachments. Because we were unable to provide you the above new data by our earlier schedule, please be advised that the deadline for office submissions to the DDA/MS as noted in reference has been changed to COB 9 December 1983.

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4. If you have any questions regarding any aspects of the 1985 Congressional Budget Guidance, please call  secure.

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Attachments

DDA/MS:  (28Nov83)  
Orig & 8 - Adses (w/att)  
1 - DDA Subject (w/att)  
1 - DDA Chrono (w/o att)  
1 - DDA/MS Subject (w/att)  
1 - DDA/MS Chrono (w/o att)

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Next 8 Page(s) In Document Denied